

Application Form

Please complete all areas of the Application Form. If there are any sections that are not applicable to you, insert N/A.

The School is legally required to carry out a number of pre-appointment checks which are detailed in the School's Safer Recruitment policy, please see the school website for further information.

The information you are being asked to provide in this form is required so that the School can comply with those legal obligations should your application be successful.

In order to be considered for a position at the School, you must complete this application form in full. A curriculum vitae will not be accepted in place of a completed application form.

Please note that the School may carry out online searches on applicants as part of the shortlisting exercise, as detailed in the Safer Recruitment Policy on the School's website.

Position applied for:

Education setting/Department:

Section 1: Personal Details

Title: Dr/Mr/Mrs/Miss/Ms	Forenames:	Surname:
Date of birth:	Former name:	Preferred name:
Teacher registration number (if applicable):	National Insurance number:	
Address:	Telephone number(s): Home: Work: Mobile: Email address:	
Are you eligible for employment in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please provide details:		
Do you have Qualified Teacher status?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you read the School's safeguarding policy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you subscribed to the DBS update service?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Section 2: Education

Please start with most recent

Name of school/college/university	Dates of attendance	Examinations			
		Subject	Result	Date	Awarding body
	From: dd / mm / yy <input type="text"/> / <input type="text"/> / <input type="text"/> To: dd / mm / yy <input type="text"/> / <input type="text"/> / <input type="text"/>				
	From: dd / mm / yy <input type="text"/> / <input type="text"/> / <input type="text"/> To: dd / mm / yy <input type="text"/> / <input type="text"/> / <input type="text"/>				
	From: dd / mm / yy <input type="text"/> / <input type="text"/> / <input type="text"/> To: dd / mm / yy <input type="text"/> / <input type="text"/> / <input type="text"/>				

Section 3: Other Vocational Qualifications, Skills, or Training

Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied.

Section 4: Employment

Current / most recent employer:

Current / most recent employer's address:

Current / most recent job title:

Date started:	Date employment ended (if applicable):	Current salary / salary on leaving:
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Do you / did you receive any employee benefits?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If so, please provide details of these:

Reason for seeking other employment:

Please state when you would be available to take up employment if offered:

Section 5: Previous Employment and / or Activities (Including Voluntary Work) Since Leaving Secondary Education

Please continue on a separate sheet if necessary

Dates	Name and address of employer	Position held and / or duties	Reason for leaving			
From:						
dd / mm / yy						
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Section 6: Gaps in Your Employment

If there are any gaps in your employment history, e.g. looking after children, sabbatical year, please give details and dates.

Section 7: Interests

Please give details of your interests, hobbies or skills - in particular any which could be of benefit to the School for the purposes of enriching its extra-curricular activity.

Section 8: Suitability

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any personal qualities, experience, and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary.

Section 9: References

Please supply the names and contact details of two people who we will contact for references. One of these must be your current or most recent employer. If your current / most recent employment does / did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The School intends to take up references on all shortlisted candidates before interview. The School reserves the right to take up references from any previous employer.

If the School receives a factual reference i.e., one which contains only limited information about you, additional references may be sought.

If you have previously worked overseas the School may take up references from your overseas employers.

If the School feels it is necessary to take up additional references for any reason, we will contact you to discuss this before approaching any party for an additional reference.

The School will also telephone your referees in order to verify the reference they have provided.

The School treats all references given or received as confidential which means that you will not usually be provided with a copy.

Referee 1	Referee 2
Name:	Name:
Organisation:	Organisation:
Address:	Address:
Telephone number:	Telephone number:
Email:	Email
Occupation:	Occupation:
May we contact prior to Interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	May we contact prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 10: Recruitment and Use of Information

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The School's policies on Safeguarding and Safer Recruitment are available to download from the School's website. Please take the time to read them

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file for the duration of your employment. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed six months after the date on which you are notified of the outcome. Please see ILG's policies on Data Protection and Information and Records Retention on our website

<https://www.inspiredlearninggroup.co.uk/>

How we use your information

Information on how the School uses personal data is set out in the School's Privacy Notice, which can be found on the School's website.

Section 11: Declaration

I confirm that I am not named on the Children's Barred List or otherwise disqualified from working with children

I confirm that I am not prohibited from carrying out 'teaching work' (do not tick this box if the role for which you are applying does not involve 'teaching work')

I confirm that I am not prohibited from being involved in the management of an independent school (do not tick this box if the role for which you are applying is not a management role)

I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of eight (do not tick this box if the role for which you are applying does not involve the provision of 'childcare')

I confirm that I have provided details of all my online profile (including social media accounts under nicknames and/or pseudonyms) and I have not knowingly withheld any information

I confirm that the information I have given on this application form is true and correct to the best of my knowledge

I understand that providing false or misleading information could result in my application being rejected or (if the false or misleading information comes to light after my appointment) summary dismissal and may amount to a criminal offence

Signed:

.....

Date:

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Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration in Section 11. A signature may be requested at a later date.

Please email your completed application form to:

The Headmaster's PA
Laura Knight
lknight@yateleymanor.com;